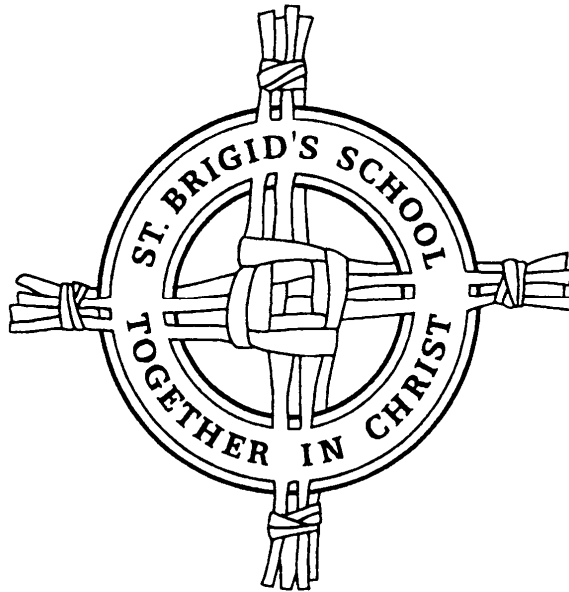


ST BRIGID'S SCHOOL

**Catholic Primary School
Year K - 7**



PARENT INFORMATION BOOKLET

Kindergarten and Pre-Primary

2012

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ST BRIGID'S SCHOOL COLLIE

St Brigid's School in Collie is a co-educational Catholic Primary school from Kindergarten to Year 7 and has a student population of almost 200.

Our primary purpose is to provide children from the town of Collie and its surrounds with a Catholic Education in a safe, caring and loving environment. Our school is centered on Christian Values whereby all members of our school community treat each other with the respect and dignity each deserves. 'Together in Christ' is the school motto. The school is characterized by its strong sense of community between the school, parish and parents. Parents actively support the school, and the staff work collaboratively as a team in its endeavors to provide our children with the opportunity to reach their full potential. In 2003 the school took over the old St. Edmund's College campus, which was completely refurbished before the move. Specialist subject areas include, Art, Drama, Library, ICT, Physical Education and Italian. We also have an extension program. All classes are equipped with Interactive White Boards as well as four computers. A lap top trolley of 20 computers and a lab of 30 are available for use with the children.

Collie has a population of 9,000 and is located 30 minutes from Bunbury and 2 hours from Perth. The town has excellent sporting and recreational facilities.

HISTORY OF BOTH CAMPUSES

ST BRIGID'S PRIMARY SCHOOL

St. Brigid's Primary School was opened in 1902 by the Presentation Sisters at the request of Bishop Gibney and the fledgling Catholic Community.

From 1902 to 1955 St. Brigid's catered for both boys and girls from infants [Year 1] to Leaving [Year 12]. Prior to the establishment of a senior school in Collie the sisters taught students in Years 11 and 12. In addition to the day school a night school was established for adults of any age who wished to be trained for various trades and professions.

In 1955 after the completion of St Edmund's College, boys completed their schooling at St Brigid's and were enrolled at St Edmund's College from year 4 onwards, while the girls remained at St Brigid's School.

In 1997 following integration with St Edmunds College, the school became a fully co-educational primary school, while St Edmund's became junior high school.

In 1994, St Brigid's School amalgamated with St Edmunds College to form Collie Catholic College - St. Brigid's Campus, catering for girls and boys from Kindergarten to Year 6.

The year 2001 saw the Year 7 children moved back to St Brigid's campus and on the 1st of January 2003 we were officially renamed **ST BRIGID'S SCHOOL** and we relocated to our new site Tuesday 28th October 2003.

ST EDMUND'S COLLEGE

St. Edmund's College was opened in 1955 by the Christian Brothers in response to an invitation by the Archbishop of Perth, Reverend Dr Redmond Prendiville to establish a school for boys in Collie.

In the beginning, boys from Year 4 to Year 10 were enrolled, however, in 1977 following integration with St. Brigid's Convent School, the College became a fully co-educational junior high school.

In 1994 St. Edmund's College amalgamated with St. Brigid's Primary School to form Collie Catholic College - St Edmund's Campus

St. Edmund's Campus catered for students from Year 7 to Year 12. An upper school course, with an emphasis on Vocational education and training was introduced in 1998.

Due to the lack in numbers St Edmund's Campus closed its door 31st December 2000.

The children still interested in continuing their education through the Catholic system were enrolled at Bunbury Catholic College while the remainder went to Collie High School.

PUPIL ENROLMENT

KINDERGARTEN STARTING AGE

Kindergarten children must turn four before the 30th June the year they are enrolled.

Pre Primary children must turn five before the 30th June the year they are enrolled.

Year 1 children must turn six before the 30th June the year they are enrolled.

Year 2 children must turn seven before the 30th June the year they are enrolled.



ENROLMENT PROCEDURE

1. Applications for student enrolment is by completion of the School's Enrolment Form [Birth and Baptism Certificates, Immunization Records and Health Care Cards (where applicable) must be supplied at the interview]
2. An interview with the Principal.
3. Notification of enrolment by letter after interview.

KINDERGARTEN

The four year old programme has been introduced primarily to encourage and foster social and emotional development in the children, rather than academic development. We hope that it will be a place children will be encouraged to develop at their own rate and more importantly, feel good about themselves and their achievements. Kindergarten should be an enjoyable non-threatening experience where children are undaunted in the school environment.

We aim to achieve this by:

- Creating a secure and happy environment where children can develop emotionally, socially, cognitively, spiritually and physically.
- Providing an inclusive learning programme for 4 year old children that will cater for individual needs, interests, learning styles and development levels.
- Encourage active parent participation in the programme, so as to promote the importance of parent involvement in the development of the child.
- Providing a play based programme. At this age, play is a natural way of learning and becomes vital for a child's development.

THE IMPORTANCE OF PLAY

- Play involves a free choice activity that is non-literal, self-motivated, enjoyable and process oriented.
- Children engage themselves in play because they enjoy it - it's self-directed. They don't play for a reward, they play because they like it.
- Children have never been exposed to so much, so early, as are children today. Play helps children make sense of and internalise information. This is critical to concept development (social, emotional, moral and intellectual).
- Play provides the flexibility for children to experiment, grow and discover without the pressure of failure or evaluation.
- Play is the only time a child can totally control his/her world. This is critically important for a child's sense of control and for his/her self-concept development.
- Play is age appropriate.

An Example of a Day in Kindergarten

9.00 am	Children Arrive Morning greetings
9.15 am	Inside activities - Free play - Craft, painting, puzzles, blocks, home corner, books
10.30am	Pack away Clean hands and toilet Fruit and drinks
11.00 am	Outside Play - Playground equipment, sand play, swings, trampoline.
11.45 am	Music, games Story time
12.30 pm	Lunch
12.50 pm	Outside play - playground equipment, sand play, swings, trampoline
1.30 pm	Inside Activities - Free play - craft, painting, puzzles, blocks, home corner, books
2.30pm	Music, games Story time
3.00 pm	Session Concludes

RELIGIOUS EDUCATION

Religious Education is an important part of the curriculum at St Brigid's School and at this level will be presented in unstructured and informal ways. We hope to develop a natural curiosity and sense of wonder at the beauty of creation, during everyday activities as well as providing the children with simple examples of religious expression.

STARTING AND FINISHING TIMES

The Kindergarten programme operates for **three (3) full days per week**, being Monday, Wednesday and Friday.

It is necessary to ask parents to observe starting and finishing times closely.

Kindergarten does not start until 9.00 am. Teachers are not responsible for children before this time, hence parents are expected to remain with their child until school starts. Parents are also asked to be prompt at the end of the school day (3.00pm) because children can become fearful and upset if you are late.

Kindergarten students who catch the bus home are taken to the office to wait for the duty teacher to help them onto the bus

EVERDAY NEEDS

- School Bag (**large** enough to fit lunch box, drink, spare clothes, hat)
- A piece of fruit (ie. whole apple as we share fruit)
- A drink bottle with a screw lid, clearly **labelled** with your child's name

- A change of clothes (in case of an accident)
- A packed lunch or lunch order (Canteen available Mon/Wed/Fri)
- A Library bag (available from Uniform Shop)
- Hat

CANTEEN

Kindy children are able to order lunches from canteen when attending full days.

CLOTHING

- At Kindergarten the children are very active and can often get quite dirty, hence the necessity for them to wear 'play clothes'. Clothes like shorts, t-shirts, jeans and tracksuits are the most appropriate and seem to be what the children are comfortable in. Girls are not permitted to wear dresses or skirts, due to their impracticality. If you would prefer School Sports Uniform, these are available from the Uniform Shop on Friday mornings from 9am-9.30am.
- For safety reasons, please have your child wear either sandals or shoes rather than thongs because such footwear inhibits movement and is therefore unsuitable.
- When out in the sun, it is school policy that children wear hats. Please ensure your child has a hat, otherwise outside play for those without hats is confined to the verandah area to provide protection from the sun. **Label hats clearly.**
- Please remember that the children are required to toilet themselves and so self toileting clothes are recommended.
- Please label your child's clothing and footwear to limit loss of clothing and distress for your child.

PARENTS ON ROSTER

Parents, Nanas and Pops are invited to put their names down on the roster and join in and assist in the morning activities. You may come as often as you like, but we would appreciate it if when you are rostered on and your plans change, that you let us know so we can get someone to take your place. Of course, if you would like to help and are not on the roster, we would be very happy to have you stay. Help rosters are from 9.00am till 12 noon.

GENERAL PARENT HELP DUTIES

- Join in the activities with the children [always allowing the child to complete the activity themselves].
- Assist with indoor and outdoor activities
- Assist to put away indoor and outdoor activity equipment
- Cut up fruit and wash up afterwards

- Assist clean up at the end of a session ie. - glue, paint, pots etc.

But most of all, come and spend time with your child and join in the fun!

BOXES

Children will be allocated boxes in which their finished work and notices will be placed each day.

NOTICE BOARD

There is a notice board where coming events and other useful information will be placed on the board for you to look at now and again. The Parent Help Roster can also be found here.

HEALTH

If possible, we do appreciate a phone call if your child is to be absent for a few days. Please remember to keep your child at home if unwell.

PRE-PRIMARY

Pre Primary is the next step in moving toward a more structured school setting. The start can tend to be a time of very mixed feelings for both children and parents. Initially most children find it difficult to separate from their parents and at the realisation that their child is growing up, some parents find it difficult to separate from their child. All children handle attending school differently, thus what happens in the first years, often sets a pattern for years to come. Fortunately Pre Primary is set up to be a positive experience. It is a time where the children can focus on learning about themselves and others, make friends, learn new skills and gain independence in a fun, enjoyable and loving environment.

In Catholic schools, Pre-Primary classes operate **five (5) days per week. Full Days begin in Week 2 of Term 1. In Week 1 of first term students finish at 12pm.**

THE PROGRAMME

The ever changing and growing complexity of our society ensures that there is a need to educate, support and assist development of the 'whole child'. Educating the 'whole child' means providing learning experiences where children are able to develop socially, emotionally, physically and mentally. The programme for the Pre Primary does this very well as it incorporates individual planning and play based learning. When children attend Pre Primary they bring with them different learning styles, abilities, knowledge, personalities, likes, dislikes and many other aspects that make them unique individuals. Through observation and interaction we can facilitate the learning process by

recognising where each child is already at and provide activities that are appropriate to that stage or part of their development. Play based learning or learning through play is simply the vehicle in which the programme is presented. When children are playing they are learning new skills and ideas, investigating, experimenting and compounding what they already know in a fun and enjoyable manner.

The Programme is based on providing a wide variety of experiences both indoors and outdoors. Obviously play outdoors is more physical in nature and a time for the children to burn off built up energy. The types of indoor activities varies daily with things like painting, craft, board games, reading books, construction, puzzles, dramatic play, singing and dancing. The children will also have lessons in Italian, Physical Education, Art and Computers and be able to visit the Library where they can borrow books. Each week time will be set aside to do specific activities and lessons in these subjects. About 3 times a week the children have short Religious Education lessons to introduce them to the Spiritual aspect of their schooling and to begin forming the foundations of their world view.

AIMS OF THE PRE-PRIMARY

A happy, enriching Pre-Primary experience establishes the foundation for a school adjustment and academic learning. A carefully planned programme helps a child to grow physically, socially, emotionally and mentally, either through group or individual experience. Each phase of the programme helps children:

- happily relate to other children
- establish readiness in basic academic areas
- work both independently and co-operatively
- follow directions
- assume responsibility
- develop good work habits
- develop effective speaking and listening habits
- practise courtesy and consideration



STARTING AND FINISHING TIMES

It is necessary to ask parents to observe starting and finishing times closely. Pre Primary does not start until 9.00 am. Teachers are not responsible for children before this time, hence parents are expected to remain with their child until school starts. Parents are also asked to be prompt at the end of the school day [3.00 pm] because children can become fearful and upset if you are late.

PARENT HELP

We ask that parents try to roster themselves on at least twice a term. Help is required from around 9.00 am until noon. Parent Help is more of an opportunity to spend time with your child in the Pre Primary setting and also to observe the programme and

routines to gain greater insight into what your child does at school. It is always a great thrill and very important for a child to have his or her parent come for the morning. If this is not possible, Grandmothers or other members of the family are most welcome.

FRUIT TIME

Children are required to bring their own drink bottle (labelled) and one piece of fruit per day.

Drink bottles will be handed out and the fruit is cut up and shared at fruit time [morning tea]. Savoury biscuits, cheese, dried fruit, carrot, celery all make nice changes from time to time.

During 4th term, in an effort to ready children for school we ask them to start bringing their own play lunch. This will give them a chance (under supervision) to learn to distinguish between their lunch and play lunch before starting Year 1.

LUNCH

The Canteen aims to provide our students with a variety of interesting and nutritious food in accordance with the guidelines set by the Heart Foundation and the WA Canteen Association.

We promote natural products such as 100% fruit juice and dairy products rather than soft drinks.

Lunches are available **Monday, Wednesday and Friday**. **Each family is encouraged to help on canteen at least twice a year**. In the classroom we have a box where the orders are placed to assist children in being responsible for ordering their own lunch.

Please remember healthy food develops healthy children. Throughout the day the children expend a lot of energy and need energy food to keep them going. Children who are not getting the necessary nourishment from a healthy breakfast and lunch find it difficult to concentrate during the day. Also please avoid sending along foods or drink that can make your child hyperactive (ie. red cordial, coke)

DRESS

At Pre Primary the children are very active and can often get quite dirty, hence the necessity for them to wear 'play clothes'. Clothes like shorts, t-shirts, jeans and tracksuits are the most appropriate and seem to be what the children are comfortable in. If you would prefer your child to wear the school uniform, the sports uniform is the most appropriate ie. shorts, t-shirt, tracksuit. These are available at the School Uniform Shop on Friday from 9am to 9.30am.

Girls are **not** permitted to wear dresses or skirts.

Children are not to wear thongs. Such footwear inhibits movement and is therefore unsuitable.

When outside, it is school policy that children wear hats. Please ensure your child has a hat, otherwise outside play for those without hats is confined to the verandah area to provide protection from the sun.

Please remember that the children are required to toilet themselves and so self-toileting clothes are recommended. While we do have some spare changes of clothes for 'accidents' these can sometimes run out, especially if they are not brought back quickly. It is a good idea to include a spare set of clothes, particularly underpants, in your child's bag for these times.

BAGS

Please ensure your child brings a large bag every day. The children are encouraged to place their drawings, jumpers etc in it throughout the day in order to become responsible for their own belongings.

LIBRARY BAGS

Library books will be lent to the children on a weekly basis. Could you please encourage your child to look after these books and keep them out of reach of little brothers and sisters. Library bags are available at the Uniform Shop.

ART SHIRTS

The children will attend art class once a week and will require an art apron or old shirt which will remain at school.

PRINTING

Although we do not teach printing as such in Pre Primary we do encourage the recognition and printing of the child's own name in lower case printing. If your child shows an interest in printing his/her name at home feel free to contact the teacher for a sheet showing the correct letter formations.

HEALTH

If at all possible, we do appreciate a phone call if your child is to be absent for a few days. At some stage during the year, a medical and dental check is provided. We try to give you prior notice of these. **Please keep you child at home if unwell.**

SETTING THE STAGE

It is important to prepare children about coming to Pre Primary so that they know what is going to be happening to them, ie. Mum is not going to be there all day. Please talk about Pre Primary as a pleasant experience to which your child may look forward.

Other ways that will help your child's integration into Pre Primary are:-

- send your child regularly and promptly
- showing an interest in what your child does at school

- praising efforts and setting reasonable goals
- reading your child books as often as possible
- using consistent discipline and encouraging self control
- not accepting baby talk
- listening to ideas and comments

We would hope that you keep us informed about any changes that may have some bearing on educational progress and please feel free to discuss with us any concerns that you may have or any information that would help us understand your child better.

We look forward to welcoming you and your child and to work with you in supporting and building up our school community.

MASS

Mass is celebrated both at school and in the church during the term. Each year level participates in the celebration of a class Mass or Liturgy each term. Parents and community members are encouraged to attend where possible. To develop links between school and the parish, each class is rostered to help with the Saturday Night Masses twice each year.

NEWSLETTER

A newsletter is published each fortnight and sent home with the eldest child in each family, usually on a Thursday.

ASSEMBLY

The school Assembly involves a presentation of an item by a particular class twice a year, presentation of certificates, reports eg. sport, missions, prefect report and other items of interest. Frequency of Assemblies is decided each term and published in newsletter, usually on a Friday. Adequate notification is given to parents.

PRIMARY CURRICULUM

The school follows primary curriculum with focus on basic development in ALL subjects from kindergarten and pre primary following through the primary school to prepare the student for secondary education.

The school expects that Christ and Christian values will be respected by all who attend St Brigid's. All students participate in the Religious Education programme. The programme is suited to the age and developmental stage of the student and follows the Guidelines for Religious Education of the Archdiocese of Perth.

The Curriculum Framework is used throughout the whole school and linked to progress maps for evaluation purposes.

EDUCATION IN FAITH

The School provides a Christian education which attempts to strengthen faith by providing opportunity for a deeper understanding, a greater appreciation and a more personal commitment to Jesus Christ. This spiritual dimension is cultivated by Religious Education classes, participation in Liturgical celebrations and the prevailing tone of the school.

SOCIAL AND EMOTIONAL

Development of a 'good citizen' able to recognise and honour obligations to the larger community is important. Each child should have the ability to mix with child and adult groups with confidence. Self reliance, justice, courtesy, a high moral code and interest in cultural activities will be encouraged, which are outcomes of the overarching statements of the Curriculum Framework.

The school employs a psychologist one day a week through the support of the Federal Governments Chaplaincy program. If a parent has any concerns, our psychologist is able to provide assistance in a variety of areas.



PHYSICAL

A healthy, strong child with knowledge of basic skills and an interest in several sporting activities and the attitudes of fair play, co-operation and sportsmanship will be developed. Students begin lessons with a Physical Education specialist from Pre-Primary.



INTERVENTION PROGRAMME

The school maintains a very strong Intervention programme, which identifies students experiencing difficulties with their schooling, whether they be learning difficulties, difficulties socialising and interacting with others or special needs.

Through a team approach, teachers, together with the student and their parents, work towards common goals to enhance student learning outcomes.

DISCIPLINE

The school has a positive approach to discipline, encouraging all students to reach their full potential and develop a sense of good citizenship. Students in from Pre-Primary to Year 7 have a buddy in a different year level that they work with regularly to help develop a sense of belonging and resilience.

PARENTS' ROLE IN SUPPORT OF THE SCHOOL

- A commitment to the school's aims and goals is essential to enable parents and staff to work in harmony.
- As community members, parents are expected to be involved in their child's education. This can include: fund-raising, busy bees and in contributing to the social development of the school.
- All families are encouraged to assist with canteen at least twice a year.
- All parents are expected to support the P & F Association.
- Parent participation through attendance at teacher interviews, class meetings, Sacramental programmes, excursions, classroom involvement and assistance with sporting events such as carnivals is encouraged.
- Parent support in attendance at class and school Masses and Liturgies is appreciated.

SCHOOL FEES

Although Catholic schools receive some government funding, school fees constitute an essential proportion of the school income. The inability to pay school fees shall never be the reason for the non-enrolment or exclusion of any child from St Brigid's. Confidential arrangements can be made with the Principal if there are financial difficulties. Families on Health Care Cards receive a substantial discount on fees and no child is turned away because they cannot pay fees. Fee accounts will be rendered twice yearly, at commencement of each semester.

Fees are payable in advance and one of the following payment options may be adopted:-

- [a] In total for each Semester.
- [b] Pay by fortnightly instalments.
- [c] Direct Debit is also available.

[d] EFTPOS facility available

FEES:

Fee Structure

Annual fee structure for **Pre Primary to Year 7 in 2011:**

1 st child	\$720.00 Tuition Fee \$147.00 - \$195.00 Yr 1 – 7 Amenities Fee/levies, student insurance, textbooks. \$95.00 Amenities Pre-Primary
2 nd child	As Above
3 rd child	\$424.00 Tuition Fee Pre Primary Onwards \$147.00 - \$195.00 Yr 1 – 7 Amenities Fee/levies, student insurance, textbooks. \$95.00 Amenities Pre-Primary.
4 th Child	Tuition Free \$147.00 - \$195.00 Yr 1 – 7 Amenities Fee/levies, student insurance, textbooks. \$95.00 Amenities Pre-Primary.
Annual Fee	Kindergarten 3 Full Days \$500.00 Amenities \$55.00
Annual Fee	Building Levy \$120.00 per family Building Levy Kindergarten if no other sibling \$60.00
Annual Fee	P & F Levy \$15.00 per family.

St Brigid's School benefits from the Capital Development Plan which is run by the School Board. This Fund assists the School to up-grade teaching facilities. Loans have been taken out with the State Government to help fund ongoing building programmes.

ABSENSES

If a child is absent for any reason please write an explanation to the teacher. This is a requirement set by the Education Department. Children are never to be taken from the school during the day without notifying the office and completing a release form.

ASSEMBLY

The school Assembly for students in Pre-Primary to Year 7 involves a presentation of an item by a particular class twice a year, presentation of certificates, reports eg. sport, missions, prefect report and other items of interest. Frequency of Assemblies is decided each term and published in the newsletter, usually on a Friday. Adequate notification is given to parents.

INFECTIOUS DISEASES

These require parents to observe certain rules.

1. HEAD LICE: - Exclude from school - re admit after appropriate treatment
2. MEASLES: - Exclude from school - re admit on doctor's advice
3. MUMPS: - Exclude from school - re admit on doctor's advice
4. CHICKEN POX: - Exclude from school - re admit on doctor's advice
5. All others are on advice from your doctor and a medical certificate.

MEDICATION

Throughout the year there may be times when it is necessary for your child to take medication during school hours. If this is required School policy dictates that:-

- parents/guardians are responsible for advising the principal, in writing, of any specific requirements, such as the use of an Epi Pen. This should include details from the medical practitioner regarding the circumstances for use.
- Parents may be required to administer some medications. Teachers can only give medication if the appropriate form is completed and medication is clearly labelled.

STUDENTS LEAVING SCHOOL DURING SCHOOL HOURS

If your child has an appointment and is being picked up from school or is leaving early for any reason that -

1. A written request is received from a parent/legal guardian.
2. Parents/legal guardians come in the first instance to the **school office to sign out** the student **before** going to the classroom to collect your child.

Teachers **will not** be able to release a student without this procedure being followed.

MARKING CHILDREN'S BELONGINGS

Please print clearly your child's name on all items brought to school. eg clothing, books, bags Responsibility will **NOT** be taken by the school for the loss of unmarked items.

HAT

Students are required to wear a wide-brimmed hat that is available from the uniform shop and the school has a 'No hat, no play policy'.

LABELLING

All items brought to school should have your child's name clearly printed on them, including clothing and bag.

MASS

Mass is celebrated both at school and in the church during the term. Each year level from Pre-Primary to Year 7 participates in the celebration of a class Mass or Liturgy each term. Parents and community members are encouraged to attend where possible. To develop links between school and the parish, each class is rostered to help with the Saturday Night Masses twice each year.

NEWSLETTER

A newsletter is published each fortnight and sent home with the eldest child in each family, usually on a Thursday.

PARENTS AND FRIENDS MEETINGS

These are held on Thursday evenings in Week 2 and 8 of each Term in the staff room. Fundraising ideas are discussed as well as social functions designed to bring the school community together. A Family BBQ is held each year in the first few weeks of school and it is a terrific way of meeting new families.

REPORTS

Formal reports are written out for children twice a year at end of Terms 2 and 4 for all students from Kindergarten to Year 7. Parents are always welcome to come and discuss their child's progress with the class teacher. Portfolios of children's work with assessment rubrics are sent home Terms 1 and 4 for students in Kindergarten to Year 2. Students in Years 3 – 7 take home a test book each fortnight.

SCHOOL BUS

St Brigid's is very fortunate to have its own school bus. School bus is provided to transport your child to sporting and excursion venues. Students are expected to treat the bus with care, respect and consideration for the safety of themselves and others at all times.